



## Team Leader Responsibilities

### As a Team Leader:

1. You must be 18 years or older.
2. You help keep your teammates motivated.
3. Be a resource person for questions on physical activity, and the rules of the program. Go to our website for this information. [www.coconino.az.gov/awc](http://www.coconino.az.gov/awc)
4. Complete *all* Team Monthly Reports (November-February).
5. Distribute / email monthly newsletters to your team(s). Please make sure to include your phone number and email address on the Entry Form. Create a list of your teammates' email addresses to forward the newsletter before you turn in the Entry Forms.
6. Distribute prizes to your team.
7. Call the Aerobic Winter Coordinator or your Worksite Coordinator with any questions.

### REGISTRATION MUST BE COMPLETED by October 31<sup>st</sup>!

Get Entry Forms from your Worksite Coordinator or download form from the AWC website. On-line registration is also available. Everyone on the team needs to fill out an Entry Form, unless on-line registration is your form of registration\*. **Please make sure ALL team members sign the Terms of Agreement**, which is the second page of the Entry Form. After filling out and collecting the Entry Forms and fees, fill out the Team Receipt. Finally, submit the Entry Forms, Team Receipt, and fees to the Worksite Coordinator or directly to Aerobic Winter Challenge Coordinator.

\*Team Leaders are responsible for registering team and sending member registration link to team members. Team Leaders are also responsible for payment of themselves. Team members will be responsible for their own payment. If your team is registering on-line, payment is due at checkout.

The Challenge costs \$10 per person, unless noted otherwise. Checks may be made out to **CCPHSD - AWC**. Fees are due to Tiffany Kerr by October 31<sup>st</sup>. If you are the Leader of more than one team (2 teams max), please separate each team's entry fees. This helps us find errors if there are any. This is not available on-line!

### WALL CHARTS

Please post your team wall chart in a visible location to help motivate your team members to get out and exercise. To complete the activity wall chart:

1. Place an X in the appropriate box for each day you exercised 30 minutes or more.
2. Check that participants are tracking their progress on either the wall chart or the exercise logs.

### MONTHLY EXERCISE LOG

These can be used if people feel more comfortable, or are not in the same office. Participants place an X in the appropriate box for the days they exercised a total of 30 minutes or more. These will be turned into the Team Leader at the end of each month.

### TEAM MONTHLY REPORTS

Team Monthly Reports are due to the Coconino County Public Health Services District by these dates: **December 6, January 10, February 7, and March 7**. Fill out the Team Monthly Report based on wall chart and/or exercise logs received from participants. If we do not receive your reports by the specified dates, your team may not be eligible for prizes that month.

\*If any of your team members win a prize, you may be responsible for distributing prizes to your team members.